

*Please provide the following information, and submit to the NOAA DM Plan Repository.*

**Reference to Master DM Plan (if applicable)**

*As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.*

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

**1. General Description of Data to be Managed****1.1. Name of the Data, data collection Project, or data-producing Program:**

Coastal Logbook Survey (Vessels)

**1.2. Summary description of the data:**

This data set contains catch (landed catch) and effort for fishing trips made by vessels that have been issued a Federal permit for the Gulf of Mexico reef fish, South Atlantic snapper-grouper, sharks, and king and Spanish mackerel fisheries. Because the soak time for these fisheries is relatively short, it is infeasible to require fishermen to complete a separate form every time the gear is deployed. Thus, the catch and effort data for the entire trip are reported on a single form (i.e., one form per trip). In 1990, the Southeast Fisheries Science Center (SEFSC) initiated a logbook program for vessels that held a federal vessel permit to fish in the Gulf reef fish fishery. A similar program was initiated in 1992 for vessels with federal permits in the snapper-grouper fishery in the South Atlantic region. These two programs combined to form the basis of the coastal fisheries logbook program. In 1993, this program was expanded to include vessels with federal permits in the shark fishery and in 1999 it was expanded to include vessels with commercial vessel permits in the king and Spanish mackerel fisheries. The types of information required on this trip form includes information on the quantity (reported in pounds) caught for each species, the area of catch, the type and quantity of gear, the date of departure and return, the dealer and location (county and state where the trip is unloaded), the duration of the trip (time away from dock), an estimate of the fishing time, and the number of crew are included on this form.

**1.3. Is this a one-time data collection, or an ongoing series of measurements?**

Ongoing series of measurements

**1.4. Actual or planned temporal coverage of the data:**

1990 to Present

**1.5. Actual or planned geographic coverage of the data:**

W: -98, E: -65, N: 45, S: 24

Gulf Of Mexico And U.S. South Atlantic Ocean

**1.6. Type(s) of data:**

(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)  
Table (digital)

**1.7. Data collection method(s):**

(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)

Instrument: N/A

Platform: N/A

Physical Collection / Fishing Gear: N/A

**1.8. If data are from a NOAA Observing System of Record, indicate name of system:****1.8.1. If data are from another observing system, please specify:****2. Point of Contact for this Data Management Plan (author or maintainer)****2.1. Name:**

David Gloeckner

**2.2. Title:**

Metadata Contact

**2.3. Affiliation or facility:****2.4. E-mail address:**

David.Gloeckner@noaa.gov

**2.5. Phone number:**

305-361-4257

**3. Responsible Party for Data Management**

*Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.*

**3.1. Name:**

Jeremy Hall

**3.2. Title:**

Data Steward

**4. Resources**

*Programs must identify resources within their own budget for managing the data they produce.*

**4.1. Have resources for management of these data been identified?**

Yes

**4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):**

70

**5. Data Lineage and Quality**

*NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.*

**5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible**

*(describe or provide URL of description):*

Process Steps:

- Forms submitted by fishermen to SEFSC staff through paper logbooks. Data entry is done by an offsite contractor. SEFSC staff Q/C data into database housed in Miami

**5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:**

**5.2. Quality control procedures employed (describe or provide URL of description):**

Range checks and validation against historical distributions.

**6. Data Documentation**

*The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.*

**6.1. Does metadata comply with EDMC Data Documentation directive?**

Yes

**6.1.1. If metadata are non-existent or non-compliant, please explain:**

**6.2. Name of organization or facility providing metadata hosting:**

NMFS Office of Science and Technology

**6.2.1. If service is needed for metadata hosting, please indicate:**

**6.3. URL of metadata folder or data catalog, if known:**

<https://inport.nmfs.noaa.gov/inport/item/7144>

**6.4. Process for producing and maintaining metadata**

*(describe or provide URL of description):*

Metadata produced and maintained in accordance with the NMFS Data Documentation Procedural Directive: <https://inport.nmfs.noaa.gov/inport/downloads/data->

documentation-procedural-directive.pdf

## 7. Data Access

*NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.*

### 7.1. Do these data comply with the Data Access directive?

Yes

**7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?**

**7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:**

### 7.2. Name of organization of facility providing data access:

Southeast Fisheries Science Center

#### 7.2.1. If data hosting service is needed, please indicate:

No

#### 7.2.2. URL of data access service, if known:

[http://www.sefsc.noaa.gov/parr/bulk\\_downloads/7144.zip](http://www.sefsc.noaa.gov/parr/bulk_downloads/7144.zip)

### 7.3. Data access methods or services offered:

Read and sign for NOAA Administrative Order 216 100 Read and sign System Access Application (see URLs) Contact DBA Daniel Leon at [daniel.leon@noaa.gov](mailto:daniel.leon@noaa.gov) for userid password.

### 7.4. Approximate delay between data collection and dissemination:

60

**7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:**

Confidentiality

## 8. Data Preservation and Protection

*The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.*

### 8.1. Actual or planned long-term data archive location:

*(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)*

To Be Determined

**8.1.1. If World Data Center or Other, specify:**

**8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:**

The archival process is currently under development.

**8.2. Data storage facility prior to being sent to an archive facility (if any):**

Southeast Fisheries Science Center - Miami, FL

Location Of The Main Office Of The South East Fisheries Science Center

**8.3. Approximate delay between data collection and submission to an archive facility:**

730

**8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?**

*Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection*

The data resides on a secure database server only accessible through the NMFS network requiring separate multi-factor authentication for both network and database access.

**9. Additional Line Office or Staff Office Questions**

*Line and Staff Offices may extend this template by inserting additional questions in this section.*